

**PLANNING AND ZONING COMMISSION  
MEMORANDUM**

**November 7, 2013**



**Proposed Amendments to Planning and Zoning Commission Bylaws**

During workshop meetings throughout this year, the Planning and Zoning Commission discussed possible changes to the Commission's bylaws and asked staff to draft a formal amendment for the Commission's consideration. The attached draft includes the following changes:

- Article 2 – corrected reference to the Code of Ordinances
- Article 4 – clarified provisions for meeting notice delivery to Commissioners
- Article 5 – revised wording to align more closely with Council Resolution No. 1641
- Article 6 – removed the option for ballot election of Commission officers and modified terms a member may serve as Chairperson, specifically:
  - A member may not serve more than a total of two (2) years as Chairperson during any two consecutive appointed terms on the Commission. A member may not serve as Chairperson until he/she has served on the Commission for a period of at least one (1) year.
- Article 8 – corrected reference to the Code of Ordinances
- Article 12 – changed meetings during which bylaws may be amended from any to regular or special meetings

The proposed bylaw amendments are scheduled for discussion and possible adoption during the Commission's November 7, 2013 regular meeting. The Commission's bylaws may be amended with an affirmative vote of at least 5 Commissioners.